

SIS 2000+ Training Manual

Attendance Exercises

Class Entry

1. Choose a teacher and select one of the courses that they teach.
2. Mark three students absent, two tardy.
3. Keep the same teacher and course, but change the date to yesterday's date.
4. Specify that two students were out for doctor appointments and one student was absent due to a suspension.

Rapid Entry

1. Use rapid entry for five students: (Remember to save after each entry)
 - ~~✗~~ Two students are absent all day.
 - ~~✗~~ One student is tardy for period 1, another is tardy for period 4.
 - ~~✗~~ One student arrives after lunch and stays the rest of the day.
2. Click on the Group button and create a new group.
3. Use the new Group Rapid Entry procedure to mark that group as absent.
4. Review your entries.
5. Post to attendance.
6. View the report.

Student History

1. Find two student records that you used for rapid entry.
2. Edit the record and mark them as present.
3. Save the changes.